

c/o Aging Division, Community Living Section Wyoming Department of Health 6101 Yellowstone Road, Suite 186A Cheyenne, WY 82002 (307) 777-7986

http://www.health.wyo.gov/aging/wssb/wssb.html

## **POLICY NOTICE**

Reference: Second Half Funding of Formula Grant

Policy Number: WSSB-091611-09 (Revised 9/16/2011)

Effective Date: September 16, 2011

This policy provides guidance to all Wyoming Senior Services Board (WSSB) members and WSSB senior center contractors regarding the second half of the Formula Grant.

## Policy:

The second payment of Formula Grant funding will be made within forty-five (45) days of receipt and approval of the first quarterly expenditure reports.

- The original quarterly reports must be accurate, complete, signed and sent via mail, as an e-mail attachment, or fax to the Aging Division.
- Copies of these reports must be sent via mail or as an e-mail attachment to the specific senior center's WSSB assigned representative for review and approval.
- Upon approval of the senior center's expenditure reports, the Aging Division will be notified by WSSB's chairperson that a second half of the Formula Grant payment may be made to the senior center.

• Quarter 1 fiscal reports not approved by the board may delay the second half of the formula grant.

Approved by:			
Signature on File Mary Jo Maxfield-Cox, Cha		 ir	09/23/2011 Date:
Signature on File			09/23/2011
Ky Dixon, Vice Chair			Date:
Reviewed:	Date:		